

UNIT 82 CLOSEOUT

(Formerly Unit 74)

UNIT CERTIFICATION

Statement of Completion

_____ has satisfactorily completed on-the-job training in the duty or duties of this Unit under the conditions described below and in accordance with the overall standard(s) for this Unit.

Duty	Perform contract closeout.
Conditions	Given a contract at the point of closeout.
Overall Standard(s)	The contract must be physically complete, and all outstanding contract administration issues must have been resolved. Correctly dispose of records. Complete closeout within the time frames of FAR 4.804-1.

Evaluator

Name

Title

Date

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DOCUMENTATION OF OJT ASSIGNMENT(S)
Description of Assignment:
Evaluation:
Completion Date:

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Policies

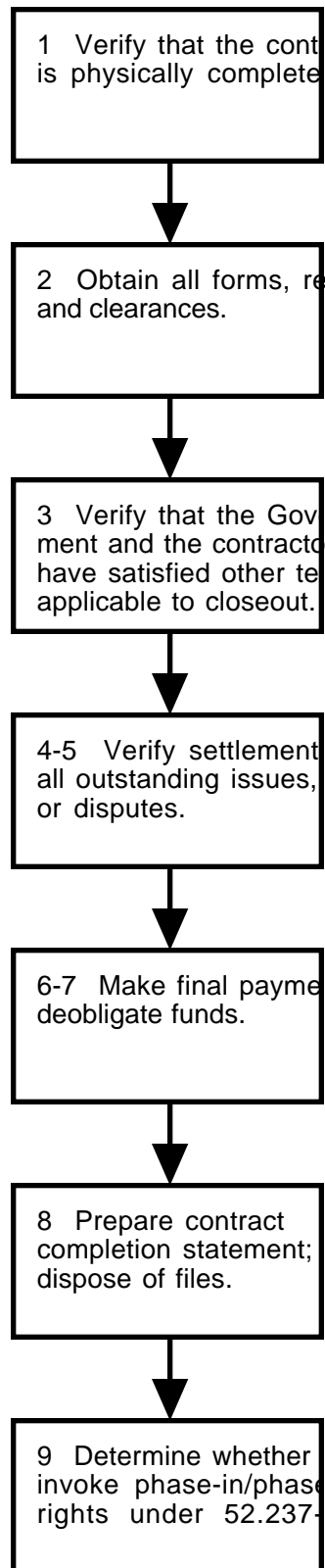
<i>FAR</i>	<i>Agency Suppl.</i>	<i>Subject</i>
4.804		Closeout of contract files.
4.805		Disposal of contract files.
52.237-3		Continuity of services.

Other KSA's

1. Knowledge of procedures for the disposition of property, classified information, proprietary data, patents, and royalties.
2. Knowledge of the agency's policies on records and disposition schedule.

Other Policies and References (Annotate As Necessary):

CLOSEOUT



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Tasks

Related Standards

<p>1. Verify that the contract is physically complete.</p> <p>Based on:</p> <ul style="list-style-type: none"> • A notice of complete contract termination has been issued to the contractor, or • All required supplies have been delivered, inspected, and accepted; all required services have been performed and accepted; and all option provisions, if any, have expired). 	
<p>2. Obtain, from both the contractor and Government activities, all forms, reports, and clearances required at closeout.</p> <ul style="list-style-type: none"> • Contractor's final invoice. • Contractor's closing statement and/or release of claims. • Final patent report (and clearance thereof). • Final royalty report (and clearance thereof). • Plant clearance report. • Property clearances. • Closeout audit report. 	
<p>3. Verify (per Unit 56) that both the Government and contractor have met other applicable terms and conditions for closeout.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Return or other disposition of Government furnished property). • Disposition of classified material. • Settlement by the prime of terminated subcontracts. • Procedural requirements for contract termination (see Unit 83). 	
<p>4. Settle any outstanding issues.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Unresolved value engineering change proposals. • Disallowed costs. • The final total price of a fixed price incentive contract, the award amount of an award fee contract, or the final fee of a cost plus incentive fee contract. • Contractor costs under terminated contracts (per Unit 83). 	

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Tasks

Related Standards

5. Verify that there are no outstanding claims or disputes (per Unit 81).	
6. Make final payment or collect from contractor any overpayments).	
7. Identify and recommend deobligation of excess funds.	
8. Prepare contract completion statement and dispose of files.	8. The contract completion statement should contain all information required by FAR 4.804-5(b). Dispose of files per FAR 4.805.
9. Determine whether to invoke the Government's rights under the clause at 52.237-3 for phase-in, phase-out services.	